ANS Correspondence

B. Herder Book Co.
=
[St. Louis, Mo]

1926

reattached tab
of original folder

B. HERDER BOOK CO.

BOOKSELLERS, PUBLISHERS AND IMPORTERS

17 SOUTH BROADWAY

LONDON, W. C.
33, Queen Square

CHURCH ORNAMENTS STATUARY VESTMENTS ETC.

WAREHOUSE
513 Walnut St.

ST. LOUIS, MO. Jan. 7. 1926

American Numismatic Society
West 156th. Str.
New York, N. Y.

Gentlemen:

We have an order from Italy for a copy of the American Journal of Numismatics containing the article by Agnes Baldwin on Symbolism of Greek Coins.(It is likely No. 49 as far as our customer knows) A seperate reprint would be preferred. You will do us a favor by filling this order.

Remittance or cash in advance will follow as soon as we know the amount.

Very truly yours,

B. Herder Book Co.

Parcel post
1/15/26 Rush
Postage 14¢

$3.00 Copy

RUSSELL SAGE FOUNDATION

original back tab of folder

City

This folder belongs in Transfer Volume No. Van Wash

The preceding folder of this number is in Transfer Vol. No.

ALPHABETICAL FILING.

1. Place in the file a set of Guide Cards indexed with the subivisions of the alphabet. For a single file use 25 guides indexed from to Z. For larger outfits we can supply guides alphabetically subivided into sets of all sizes from 40 to 3000 A to Z, provided the quantity a multiple of 20, as 40, 60, 80 100, etc. For such outfits we suggest e use of 40 guides to each file.

2. Write the name of firm, individual or subject on the folder sing a separate folder for each heading, index said folder by placing it etween the alphabetical guides.

NUMERICAL INDEXING.

3. Place in the file a set of guide cards numbered from 10 up in tervals of 10. (Other systems furnished when required.)

4. Use a separate folder for each firm, individual or subject. umber all folders consecutively then file them between the above entioned guides.

5. As a key to the numbered folders, use a Globe-Wernicke Card abinet with alphabetically indexed guide cards and a separate record rd for each party having a folder. (Sample card especially printed r this purpose will be furnished on application.)

NOTE—It is very simple to cross-index any of the folders by ing extra cards bearing the folder number and filed under titles rtaining to the subject.

TRANSFERRING.

6. Be sure you enter the date you began using this system, either this folder or on a separate card.

7. Transfer each folder as it becomes bulky by removing contents d placing it in a transfer folder which in turn is placed in a transfer se numbered from 1 up. Under "Record of Transfers" be sure to ter the date and transfer case number.

8. It is sometimes desirable to transfer all the file at once. In hich case remove all the guides, folders and contents, placing them in a rtical File Storage Transfer Case, then put a new set of guides and ders in the cabinet.

SUGGESTIONS.

The best results are obtained by attaching to all letters the tissue by of your reply. This facilitates reference.

THE RECORD OF TRANSFERS

May be kept on the usual card or the form below or both may be used.

MONTH	DAY	YEAR	NUMBER	MONTH	DAY	YEAR	NUMBER
Began using system				Sept	20	1910	